

Role Description

Principal Water Planner



Planning,
Industry &
Environment

Cluster	Planning, Industry & Environment
Agency	Department of Planning, Industry & Environment
Division/Branch/Unit	Water/ Policy, Planning & Sciences/ Planning
Location	Newcastle / Negotiable
Classification/Grade/Band	Clerk Grade 11/12
Role Family (<i>internal use only</i>)	Adapted/ Projects and Programs/Deliver
ANZSCO Code	232611
PCAT Code	1119192
Date of Approval	November 2018 (updated July 2019; May 2020)
Agency Website	https://www.dpie.nsw.gov.au

Agency overview

Our vision is to create thriving environments, communities and economies for the people of New South Wales. We focus on some of the biggest issues facing our state. We deliver sustainable water resource and environment management, secure our energy supply, oversee our planning system, maximise community benefit from government land and property, and create the conditions for a prosperous state. We strive to be a high-performing, world-class public service organisation that celebrates and reflects the full diversity of the community we serve and seeks to embed Aboriginal cultural awareness and knowledge throughout the department.

Primary purpose of the role

Provide water planning and assessment subject matter expertise and leadership, and providing knowledge transfer to support the delivery and implementation of the water reform program consistent with State and Federal water management legislation, government directions, obligations and commitments.

Key accountabilities

- Develop and provide expert planning advice for water management plans, undertaking planning activities including feasibility studies to inform future planning and future proofing projects
- Lead and undertake research, analysing and interpreting data that impacts on strategic decision making including population trends, projected water delivery targets, use and storage to develop evidence-based options and strategies, and mitigate risk
- Provide expert advice to inform recommendations to relevant stakeholders and support water planning and implementation directions, within available budgets, timeframes, policy objectives and other project priorities.
- Provide team leadership by guiding and mentoring staff, building professional knowledge within the team, and undertaking lessons learnt activities to ensure consistent high quality planning expertise is provided to support the management of water resources

- Represent DOI Water on inter-governmental and regional committees promoting a whole of Government approach to water reforms, planning and implementation.
- Lead and facilitate stakeholder engagement, consultation and negotiation on issues to identify and develop solutions and make recommendations that account for relevant factors and support sound decisions and approaches.
- Oversee the preparation of reports, briefs and correspondence to inform or respond to Agency and/or Government requests.

Key challenges

- Providing consistent, current and informed expert advice to government and non-government stakeholders, supporting water planning and implementation.
- Maintaining knowledge of the priorities, strategic directions, water reform and planning issues for DOI Water, including trends and developments to enable effective input to planning and implementation processes.
- Developing policies, strategies, plans and programs that balance multiple complex issues with sensitivity to relationships with stakeholders, resource requirements, and service delivery impacts given varying and sometime conflicting perspectives and priorities.

Key relationships

Who	Why
Internal	
Director	<ul style="list-style-type: none"> • Receive guidance and provide regular updates and reports on assigned tasks and provide advice on escalating issues. • Ensure work is aligned with current priorities. • Identify, discuss and plan for emerging issues and negotiate outcomes.
Other departmental staff	<ul style="list-style-type: none"> • Develop and maintain effective networks to provide and/or seek expert advice, support and assistance in planning and implementation issues. • Participate in cross agency teams to identify, discuss and resolve issues. • Share and transfer specialist knowledge, expertise and skills with/to colleagues. • Guide, support and mentor team members and work collaboratively to contribute to achieving team outcomes. • Lead discussions and decisions regarding key aspects of the water reform program and statutory obligations.
External	
Other NSW and Commonwealth Government agencies	<ul style="list-style-type: none"> • Develop and maintain effective working relationships and open channels of communication to facilitate liaison, consultation, engagement and/or participation in regard to water reform and statutory obligations. • Provide advice to water management issues
Other stakeholders	

Role dimensions

Decision making

This role:

- Has a high level of autonomy and is accountable for the delivery of work assignments and projects on time and to expectations in terms of quality, deliverables and outcomes.
- Refers to the Director, decisions requiring significant change to outcome or timeframes: are likely to escalate or create substantial or contentious precedent or require higher level delegations or decision-making.
- Submits reports, analysis, briefings and other forms of written advice in final format with minimal input required from supervisor.

Reporting line

Director Coastal & Groundwater Planning

Direct reports

Nil.

Budget/Expenditure

Nil

Capabilities for the role

The [NSW public sector capability framework](#) describes the capabilities (knowledge, skills and abilities) needed to perform a role. There are four main groups of capabilities: personal attributes, relationships, results and business enablers, with a fifth people management group of capabilities for roles with managerial responsibilities. These groups, combined with capabilities drawn from occupation-specific capability sets where relevant, work together to provide an understanding of the capabilities needed for the role.



The capabilities are separated into **focus capabilities** and **complementary capabilities**.

Focus capabilities


Focus capabilities are the capabilities considered the most important for effective performance of the role. These capabilities will be assessed at recruitment.

The focus capabilities for this role are shown below with a brief explanation of what each capability covers and the indicators describing the types of behaviours expected at each level.


FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
 <p>Personal Attributes</p>	<p>Act with Integrity Be ethical and professional, and uphold and promote the public sector values</p>	<ul style="list-style-type: none"> • Model the highest standards of ethical and professional behaviour and reinforce their use • Represent the organisation in an honest, ethical and professional way and set an example for others to follow • Promote a culture of integrity and professionalism within the organisation and in dealings external to government • Monitor ethical practices, standards and systems and reinforce their use • Act promptly on reported breaches of legislation, policies and guidelines 	Advanced
 <p>Relationships</p>	<p>Communicate Effectively Communicate clearly, actively listen to others, and respond with understanding and respect</p>	<ul style="list-style-type: none"> • Present with credibility, engage diverse audiences and test levels of understanding • Translate technical and complex information clearly and concisely for diverse audiences • Create opportunities for others to contribute to discussion and debate • Contribute to and promote information sharing across the organisation • Manage complex communications that involve understanding and responding to multiple and divergent viewpoints • Explore creative ways to engage diverse audiences and communicate information • Adjust style and approach to optimise outcomes • Write fluently and persuasively in plain English and in a range of styles and formats 	Advanced
	<p>Commit to Customer Service Provide customer-focused services in line with public sector and organisational objectives</p>	<ul style="list-style-type: none"> • Take responsibility for delivering high-quality customer-focused services • Design processes and policies based on the customer's point of view and needs • Understand and measure what is important to customers • Use data and information to monitor and improve customer service delivery • Find opportunities to cooperate with internal and external stakeholders to improve outcomes for customers • Maintain relationships with key customers in area of expertise • Connect and collaborate with relevant customers within the community 	Adept
	<p>Work Collaboratively Collaborate with others and</p>	<ul style="list-style-type: none"> • Recognise outcomes achieved through effective 	Advanced

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
	value their contribution	<p>collaboration between teams</p> <ul style="list-style-type: none"> • Build cooperation and overcome barriers to information sharing, communication and collaboration across the organisation and across government • Facilitate opportunities to engage and collaborate with stakeholders to develop joint solutions • Network extensively across government and organisations to increase collaboration • Encourage others to use appropriate collaboration approaches and tools, including digital technologies 	
	<p>Deliver Results</p> <p>Achieve results through the efficient use of resources and a commitment to quality outcomes</p>	<ul style="list-style-type: none"> • Use own and others' expertise to achieve outcomes, and take responsibility for delivering intended outcomes • Make sure staff understand expected goals and acknowledge staff success in achieving these • Identify resource needs and ensure goals are achieved within set budgets and deadlines • Use business data to evaluate outcomes and inform continuous improvement • Identify priorities that need to change and ensure the allocation of resources meets new business needs • Ensure that the financial implications of changed priorities are explicit and budgeted for 	Adept
	<p>Think and Solve Problems</p> <p>Think, analyse and consider the broader context to develop practical solutions</p>	<ul style="list-style-type: none"> • Undertake objective, critical analysis to draw accurate conclusions that recognise and manage contextual issues • Work through issues, weigh up alternatives and identify the most effective solutions in collaboration with others • Take account of the wider business context when considering options to resolve issues • Explore a range of possibilities and creative alternatives to contribute to system, process and business improvements • Implement systems and processes that are underpinned by high-quality research and analysis • Look for opportunities to design innovative solutions to meet user needs and service demands • Evaluate the performance and effectiveness of 	Advanced

FOCUS CAPABILITIES

Capability group/sets	Capability name	Behavioural indicators	Level
		services, policies and programs against clear criteria	
	Demonstrate Accountability Be proactive and responsible for own actions, and adhere to legislation, policy and guidelines	<ul style="list-style-type: none"> Assess work outcomes and identify and share learnings to inform future actions Ensure that own actions and those of others are focused on achieving organisational outcomes Exercise delegations responsibly Understand and apply high standards of financial probity with public monies and other resources Identify and implement safe work practices, taking a systematic risk management approach to ensure own and others' health and safety Conduct and report on quality control audits Identify risks to successfully achieving goals, and take appropriate steps to mitigate those risks 	Adept
 Business Enablers	Project Management Understand and apply effective planning, coordination and control methods	<ul style="list-style-type: none"> Understand all components of the project management process, including the need to consider change management to realise business benefits Prepare clear project proposals and accurate estimates of required costs and resources Establish performance outcomes and measures for key project goals, and define monitoring, reporting and communication requirements Identify and evaluate risks associated with the project and develop mitigation strategies Identify and consult stakeholders to inform the project strategy Communicate the project's objectives and its expected benefits Monitor the completion of project milestones against goals and take necessary action Evaluate progress and identify improvements to inform future projects 	Adept

Complementary capabilities

Complementary capabilities are also identified from the Capability Framework and relevant occupation-specific capability sets. They are important to identifying performance required for the role and development opportunities.

Note: capabilities listed as 'not essential' for this role are not relevant for recruitment purposes however may be relevant for future career development.

COMPLEMENTARY CAPABILITIES

Capability group/sets	Capability name	Description	Level
 Personal Attributes	Display Resilience and Courage	Be open and honest, prepared to express your views, and willing to accept and commit to change	Adept
	Manage Self	Show drive and motivation, an ability to self-reflect and a commitment to learning	Adept
	Value Diversity and Inclusion	Demonstrate inclusive behaviour and show respect for diverse backgrounds, experiences and perspectives	Adept
 Relationships	Influence and Negotiate	Gain consensus and commitment from others, and resolve issues and conflicts	Adept
 Results	Plan and Prioritise	Plan to achieve priority outcomes and respond flexibly to changing circumstances	Adept
 Business Enablers	Finance	Understand and apply financial processes to achieve value for money and minimise financial risk	Intermediate
	Technology	Understand and use available technologies to maximise efficiencies and effectiveness	Intermediate
	Procurement and Contract Management	Understand and apply procurement processes to ensure effective purchasing and contract performance	Intermediate